

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 9**

**March 3, 2008**

**SUBJECT: PERFORMANCE EVALUATION REPORT - CAPTAINS AND ABOVE,  
FORM 01.33.00 - REVISED**

**PURPOSE:** Administrative Order No. 1, 2007, *Department Boards and Committees*, reorganized and eliminated various Department Boards and Committees, including the elimination of the Performance Evaluation Review Board (PERB). As a result of the elimination of the Board, the Performance Evaluation Report - Captains and Above has been revised to reflect the new changes in the review process. The revised form shall now be used to evaluate sworn employees at the rank of captain and above. This Order revises the Performance Evaluation Report - Captains and Above, Form 01.33.00.

**PROCEDURE:**

**PERFORMANCE EVALUATION REPORT - CAPTAINS AND ABOVE.** The following procedures shall be utilized for the completion of the Performance Evaluation Report for sworn employees at the rank of captain and above:

- A. Evaluation Periods and Special Evaluations.** The procedures for the completion of the Performance Evaluation Report - Captains and Above remains the same, with the following exception:
- \* Rating and reviewing of an employee's performance must be completed at least annually. Ratings will be completed in the month corresponding with the employee's promotion anniversary date (for Captain I, Commander, or Deputy Chief I) or pay grade anniversary date (for Captain II, Captain III, or Deputy Chief II).
- B. Evaluation Report Preparation and Distribution.** The distribution and completion of the Performance Evaluation Report - Captains and Above remains the same, with the following exception:
- \* The completed evaluation report shall be approved by the respective commanding officer, in the case of deputy chiefs I or II, by the Chief of Police.

**FORM AVAILABILITY:** The revised Performance Evaluation Report - Captains and Above Form will be available in LAPD Forms on the Department's Local Area Network (LAN). A copy of this form is attached for duplication and immediate use.

**AMENDMENTS:** This Order amends Department Manual Sections 2/300.32, 3/760.15, and 5/01.33.00.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Personnel Group, shall monitor compliance with this Order in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON  
Chief of Police

Attachment

DISTRIBUTION "B"